

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Dir. of Computer Technology **GR:** 3 **FLSA:** EX **DATE:** 11/13/2019
DEPARTMENT Computer Technology **DIVISION:** Computer Technology
REPORTS TO: City Manager **APPROVED:** _____ **JOB CODE:** 7045

GENERAL DESCRIPTION:

Under administrative direction, plans, develops, implements and directs the computer processing equipment, programs and staff serving the City and other agencies as authorized. Performs difficult work requiring significant interpretative judgement in variation from established procedures and standards.

TYPICAL DUTIES:

- Plans, develops, organizes, directs and evaluates Computer Technology Department staff in the administration of computer program development and production for city and county user agencies and departments
- Schedules and controls all production; provides technical assistance to staff, users and administration about computer processing and implementation and maintenance of the software systems;
- analyzes the needs and resources to select and plan effective computer applications and related equipment; verifies that all programs meet predetermined requirements and functions properly; evaluates the system or application performance and determines if the application meets user objectives
- Provides planning for future requirements, either software or hardware and the resources needed to meet plan objectives and goals; manages and maintains financial records for cost allocation, budgeting, and user billing to determine operating costs and performance measurement for application development and solution; prepares the Computer Technology fiscal budget and assures responsibility for the expenditure of funds
- Routinely handles information restricted to specific persons and is aware to meaning and consequence of release; accountable for considerable equipment; routinely is responsible for funds of a moderate amount
- Provides guidance and consultation to department heads and other staff; attends meetings and reports to City Commission as required
- Performs related work and other tasks as necessary as a member of the City Manager's executive management team; performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises small, technical-oriented staff.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to bachelor's degree in computer science or a related field; five years experience and/or knowledge of IBM AS/400 systems and personal computer networks; direct supervisory experience. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

Must live within the corporate limits of the city.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Organize files and maintain accurate records. (Daily)

Effectively and efficiently evaluate, acquire and maintain computer equipment, software and supplies to meet user needs with minimal downtime. (Daily)

ESSENTIAL JOB FUNCTIONS (cont.):

Exercise sound judgement in decisions and interpretations. (Daily)

Establish and maintain procedures which provide for physical protection of data and limited access to confidential information. (Daily)

Effectively communicate orally and in writing. (Daily)

Maintain and continually upgrade knowledge of the principals, practices, equipment and materials used in current computer processing and programming. (Daily)

Maintain and enforce departmental standards which include documentation, development, operations and production control. (Daily)

Effectively assign and supervise personnel. (Daily)

Prepare sound and accurate budget recommendations and maintain expenditure within budget. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTION:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal frequency

Walking: Frequent walks short distances

Stooping/Bending: Occasional bending, stooping and twisting

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential functions

Hearing: Frequently perceives nature of sound by ear

Speech: Frequently expresses ideas by means of spoken words

Eye/ Hand/ Foot/ Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Works inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to understand and apply programming concepts.

Ability to summarize and interpret financial information.

Ability to organize and effectively retrieve data.

Ability to evaluate and execute possible courses of action.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Telephone, computer, keyboard, printer, fax, tablet and copy machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.